

Visa Application Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference for my visa application for the Student Exchange Program at [Host Institution's Name]. As part of the application process, I am required to submit a reference from an academic or professional contact who can vouch for my character and qualifications.

I am planning to participate in this program because [briefly explain reason for program participation]. I believe that your insight into my [academic/work] abilities would greatly assist in enhancing my application.

If you agree to support my visa application, I would be happy to provide any details you might require, including my CV, a summary of my goals for the exchange, and any other relevant information.

Thank you very much for considering my request. I truly appreciate your time and support.

Warm regards,

[Your Name]